



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF ISILO



COUNTY PUBLIC SERVICE BOARD

The Isiolo County Public Service Board invites applications from suitably qualified candidates to fill the following vacant position.

IMPORTANT INFORMATION TO PROSPECTIVE APPLICANTS

- I. Applications be submitted on or before 1st February, 2024
- II. Applicants should be Kenyan
- III. Applications should meet requirements of Chapter 6 of the Constitution of Kenya and will be required to attach Clearance Certificates from EACC, KRA, HELB, CRB and a Certificate of Good Conduct from the Kenya Police Service.
- IV. Only Shortlisted Candidates will be contacted.

POSITION: DIRECTOR HUMAN RESOURCE JG R

QUALIFICATIONS, REQUIREMENTS, DUTIES & RESPONSIBILITIES

Basic Salary Scale: Kshs. 121,430-169,140 p.m

House Allowance: Kshs. 20,000 p.m

Commuter Allowance: Kshs. 16,000 p.m

Leave Allowance (Annual): Kshs. 10,000

Hardship Allowance: Kshs. 38,100 p.m

Terms of Service: Permanent & Pensionable

Reports to: Chief Officer Public Service Management

REQUIREMENTS FOR APPOINTMENTS

- Bachelor's Degree in Human Resource Management or any Social Sciences Degree with a postgraduate Diploma in Human Resource Management.
- A Master's Degree in a relevant field will be added advantage.
- Knowledge and work experience of not less than Seven (7) years, three (3) of which must have been at Senior Management level in the Public Service or Private Sector.
- Current Membership of IHRM (K) with valid practicing license.
- Management and Leadership course of not less than four weeks from recognized institution.

- Successful applicant to meet the requirements of Chapter 6 of the Constitution on Leadership and Integrity.

DUTIES AND RESPONSIBILITIES

- Develop, review, interpret and implement policies, rules, regulations, procedures and strategies on human resource management in the County Public Service.
- Manage human resource services to ensure that staff are properly facilitated with a view to maintaining high motivation for effective performance and high productivity.
- Participate in determination of optimal staffing levels, utilization of human resource, succession planning and implementation of staff establishment.
- Coordinate review of schemes of service and career progression guidelines.
- Develop, coordinate and implement performance management systems, performance appraisal systems, rewards and sanctions framework in all departments.
- Develop and implement the Directorate's Annual Work Plans, budgets, performance contract targets and staff performance appraisal.
- Process disciplinary and appeal cases from Departments, in liaison with the Disciplinary Committee.
- Participate in collective bargaining agreement, negotiating agreement with labor unions and monitor the implementation.
- Coordinate dissemination of information from executive management to County Staff.
- Ensure effective communication between the County Government, the Media, Citizens and other stakeholders.
- Coordinate the training and development of Staff.
- Plan, monitor and evaluate performance of staff against the set targets.

How to apply:

Written application enclosing current Curriculum Vitae, Copies of academic and professional certificates, ID Card and Clearance Certificates in accordance to Chapter Six of the Constitution should be submitted in a sealed envelope and addressed to:

**The Secretary/CEO
Isiolo County Public Service Board
P.O Box 224-60300
ISILOLO**

Or hand delivered to the Board's Offices located opposite Al-Ansar playground between 00800hours to 1700hours. All applications should be delivered on or before 1st February, 2024.

Only shortlisted candidates will be contacted.

Isiolo County is an equal opportunity employer.

**SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD**